



Advancement Assistant

At Children's Health Council (CHC), we've been helping children and families for 60 years. Our Center, two schools and Community Clinic serve families in the Silicon Valley as well as the greater San Francisco Bay Area. Our areas of expertise include learning differences, anxiety and depression, ADHD and Autism. We also provide excellent parent education services and parent consultations.

At CHC, we uncover a world of promise and potential in every child. Using a personalized approach, we help your children become happier, more resilient and more successful. Our employees are encouraged to bring their ideas, experiences and perspectives, gleaned from their varied backgrounds, to the workplace. We strive to create an environment in which all employees can contribute to their fullest potential to make an impact in the lives of the children we help.

Job Summary:

Under the direction of the Advancement Manager of Philanthropy & Partnerships, the Advancement Assistant assumes primary responsibility for maintaining the departmental donor database. He/She processes gifts, generates donor acknowledgement letters, reconciles revenue and prepares reports as requested for the Annual Advancement Manager and Executive Director. He/She provides administrative assistance to all members of the Advancement Department and is the receptionist for the Advancement Department during regular operating hours, providing coverage for walk-in traffic to Advancement Office. He/She manages and orders office supplies, and maintains supply room.

Essential Duties and Responsibilities:

Fundraising and Communications

- Provides telephone and walk-in reception coverage for Advancement office
- Assists all Advancement personnel in any work-related capacity as needed
- Maintains donor database and provides donor reports, as requested
- Processes gift checks and credit card donations and generates donor acknowledgement letters
- Works with the Advancement Manager to implement plans for annual giving campaign
- Conducts research on donors and prospective donors as requested
- Maintains and updates all mailing lists used for fundraising and marketing, including donors, clients, professionals and schools
- Assists with fundraising events

On-Site Parent Education Program

Handles all class logistics including:

- Sets up and maintains class registration pages
- Updates Parent Ed mailing list
- Coordinates with assigned speakers and reviews PowerPoint presentations prior to classes
- Prints collateral and sets up room, including AV
- Makes room reservations for classes

Community Relations

- Interacts with wide variety of constituents, including donors, volunteers, Board members and other staff members



Additional Administrative Responsibilities

- Orders office supplies and maintains supply room/storage areas
- Processes accounts payable invoices for department and assigns expense codes
- Maintains electronic files for revenue deposits and department expenses/check requests
- Arranges for maintenance and repair of office equipment
- Performs other related duties as required and assigned

Accountability:

Performs tasks under minimal supervision, ensures good relationship with variety of people, demonstrates good judgment and discretion and commitment to accuracy and detail. Meets deadlines as assigned.

Qualifications/Guidelines:

Demonstrates understanding of and commitment to a non-profit setting. Willingness to take on a wide variety of tasks.

Knowledge/Skills/Ability:

- Computer-literate, highly capable and experienced in database management
- Mastery of Windows, Word, Excel and PowerPoint required
- Must have experience with donor database software (preferably Raiser's Edge)
- Excellent written and oral communication skills
- Professional demeanor
- Ability to interface with a variety of people
- Strong organizational skills, particularly in coordinating an array of assignments and meeting deadlines
- Ability to identify conflicting priorities and engage Managers in resolving them
- Team player with a positive attitude

Education/Training:

College-level education desirable.

Physical Requirements:

An employee in this position may be required to occasionally lift, move and/or set-up stacks of documents such as marketing collateral, lap-top computers, in-focus projectors, flip charts and other materials. Employee will also be required to work for extended periods of time at a computer.

Special Job Requirements:

Must have flexibility to work occasional evening or weekend hours at select agency events.

Contact with Others:

Interacts with Department staff and supervisors, CHC staff, donors, volunteers, temporary employees, Board members, Auxiliary and Event Committee members.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and an extensive benefits package including paid time off, medical, dental



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and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To apply, please email your cover letter and resume/CV to jobs@chconline.org in Microsoft Word or PDF format. Please reference "Advancement Assistant" in the subject line.

Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.

www.chconline.org

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